

Department of the Interior

1402.101

1401.7001-2 Legal review by the Office of the Solicitor.

The Office of the Solicitor (SOL) will review for legal sufficiency selected types and portions of contract actions from Bureaus and offices as required by the FAR, DIAR, and Department-wide policy. COs may request SOL advice or guidance on acquisition-related matters at any time. Matters related to legal sufficiency reviews that cannot be resolved between the respective CO and SOL Attorney-Advisor must be submitted for resolution to the HCA and the Assistant Solicitor for Acquisitions and Intellectual Property, Washington, DC.

1401.7001-3 Administrative review and approval by bureaus and offices.

(a) Administrative review and approval requirements for contract actions shall be established by the HCA and issued as internal bureau procedures. At a minimum, the review and approval requirements must address a representative percentage of the overall contract actions within a bureau/office. The procedures shall include:

(1) Identifying the type and dollar amounts of the actions to be reviewed based on the volume and nature of the contracting office workload;

(2) Designating the stage(s) in the acquisition process when the review(s) shall be performed;

(3) Establishing review and approval levels based on the type and dollar amount of the action and the capabilities of the reviewing office;

(4) Specifying what information is required to review the action, which includes creating a review and approval form and mechanism for following up on the correction of deficiencies noted in the review; and

(5) Providing for periodic review of procedures and revision as required, to assure necessary controls are maintained.

1401.7001-4 Acquisition performance measurement systems.

(a) The acquisition performance measurement system is a three-pronged approach that includes self-assessment, statistical data for validation and flexible quality reviews and

assessment techniques. This system is required to:

(1) Evaluate the effectiveness and efficiency of bureau and office acquisition systems;

(2) Assess the adequacy of policies, procedures and regulations governing the acquisition process; and

(3) Identify and implement changes necessary to improve the systems.

(b) HCA's are responsible for ensuring contracting activity compliance with law and regulations through the review and oversight process.

1401.7001-5 Acquisition Management Reviews.

Acquisition Management Reviews (AMRs) are to be conducted using the Government Accountability Office's (GAO) "Framework for Assessing the Acquisition Function at Federal Agencies" available at <http://www.gao.gov/new.items/d05218g.pdf>.

PART 1402—DEFINITIONS OF WORDS AND TERMS

Subpart 1402.1—Definitions

Sec.

1402.101 Definitions.

1402.170 Acronyms.

AUTHORITY: Sec. 205(c), 63 Stat. 390, 40 U.S.C. 486(c); and 5 U.S.C. 301.

SOURCE: 75 FR 19829, Apr. 15, 2010, unless otherwise noted.

Subpart 1402.1—Definitions

1402.101 Definitions.

As used in this part:

Bureau procurement chief (BPC) is defined as the senior GS-1102 official in a bureau or office. His/her authority may be delegated, unless specified otherwise, to the CCO. If the BPC is also the CO for an action requiring approval of the BPC, then approval shall be at the HCA level.

Chief of the contracting office (CCO) is defined as the senior GS-1102 within a contracting office unless otherwise specified by bureau/office regulation. If the CCO is also the Contracting Officer (CO) for an action requiring approval of the CCO, then approval shall be at a level above the CCO in accordance with bureau procedures.

Contracting activity is defined as an office with delegated procurement authority. Within the Office of the Secretary (OS), the Office of Inspector General (OIG) is a contracting activity. The *National Business Center (NBC)* contracts for the OS.

Head of the agency (also called “agency head”) is defined as the Secretary of the Interior and the Assistant Secretary—*Policy, Management and Budget (AS/PMB)*.

Head of the contracting activity (HCA) is defined as the assistant or associate administrative head of each bureau and office who has overall responsibility for managing contracting. In reference to the OS, the HCAs are the Assistant Inspector General for Management and Policy and the Director, NBC. The authority of the HCA may be redelegated to the BPC unless otherwise specified.

Senior procurement executive is defined as the Director, *Office of Acquisition and Property Management (PAM)*.

1402.170 Acronyms.

A&E Architect & Engineering
 ACMIS Acquisition Career Management Information System
 AMP Acquisition Manager’s Partnership
 AMR Acquisition Management Review
 AS/PMB Assistant Secretary—Policy, Management and Budget
 BPA Blanket Purchase Agreement
 BPC Bureau Procurement Chief
 BUDS Business Utilization Development Specialist
 CA Competition Advocate
 CAAC Civilian Agency Acquisition Council
 CAS Cost Accounting Standards
 CASB Cost Accounting Standards Board
 CBCA Civilian Board of Contract Appeals
 CCO Chief of the Contracting Office
 CERCLA Comprehensive Environmental Response, Compensation and Liability Act
 CFR Code of Federal Regulations
 CIO Chief Information Officer
 CO Contracting Officer
 COA Certificate of Appointment
 COI Conflicts of Interest

COR Contracting Officer’s Representative
 COTR Contracting Officer’s Technical Representative
 DISP Defense Industrial Security Program
 DM Departmental Manual
 DOI Department of the Interior
 DOL Department of Labor
 EC Electronic Commerce
 FAR Federal Acquisition Regulation
 FBMS Financial Business Management System
 FPDS—NG Federal Procurement Data System—Next Generation
 GAO Government Accountability Office
 GIDEP Government-Industry Data Exchange Program
 GPE Government Point of Entry
 GPO Government Printing Office
 GSA General Services Administration
 GSBCA General Services Board of Contract Appeals
 HCA Head of the Contracting Activity
 IT Information Technology
 IPMD Interior Property Management Directives
 MBDA Minority Business Development Agency
 OCIO Office of Chief Information Officer
 OIG/IG Office of Inspector General/Inspector General
 OFPP Office of Federal Procurement Policy
 OHA Office of Hearings and Appeals
 OMB Office of Management and Budget
 OS Office of the Secretary
 OSDBU Office of Small and Disadvantaged Business Utilization
 PAM Office of Acquisition and Property Management
 PMO Property Management Officer
 PNM Procurement Negotiation Memorandum
 SAT Simplified Acquisition Threshold
 SBA Small Business Administration
 SOL Office of the Solicitor
 TFM Treasury Financial Manual
 U.S.C. United States Code
 VECF Value Engineering Change Proposal